



# **Outbound Interface Kickoff Meeting (Vendors)**

**September 2011**

# Introductions – MyCalPAYS

- **Interface Test Team**

- Dennis Duarte
  - SCO – Chief of Business Operations
- Thierry Jeremie
  - SAP – Interface Testing Lead
- Sarah Justinich
  - SCO – Interface Testing Coordinator
- Lolly Gunter
  - SCO – Interface Testing Coordinator (Transitioning)
- Guleena Bakshi
  - SCO – Interface Test Script Development and Execution
- Thomas Robinson
  - SAP – Interface Testing Architect

# Introductions – Interfacing Vendors

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- **U.S. Bureau of Labor Statistics**
- **TALX**
- **State Job Workshop**

# Meeting Objectives

- **Provide MyCalPAYS overview**
- **Discuss MyCalPAYS interface testing activities**
- **Discuss what vendors should expect during Outbound Interface Testing**
  - Which interface files will be tested and why
  - How to provide feedback
  - Review high-level interface file changes
- **Prepare vendors to test outbound interfaces**
- **Discuss next steps & upcoming interface testing activities**

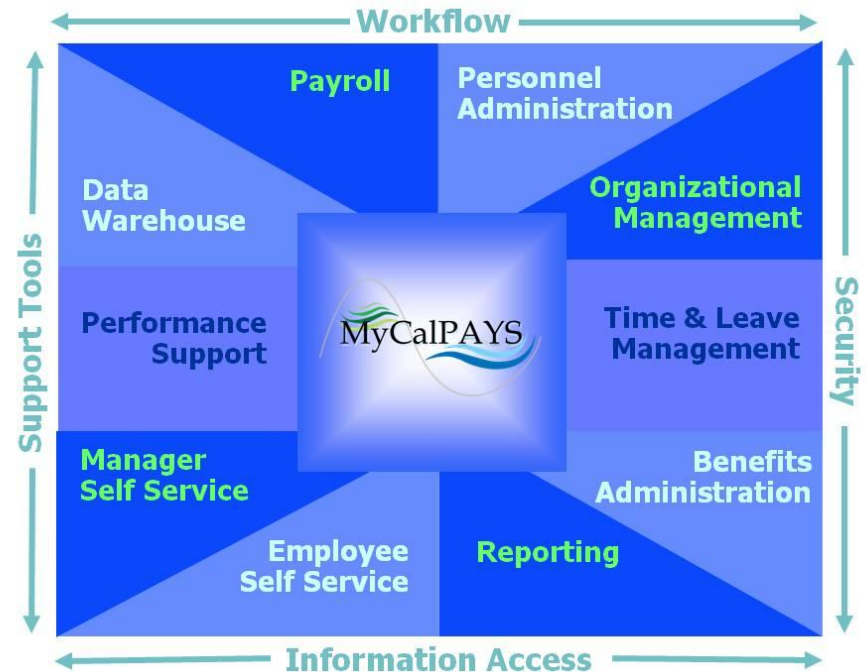




# MYCALPAYS OVERVIEW

# Project Scope

- Replace existing legacy HR/Payroll systems:
  - Payroll
  - Employment History
  - Leave Accounting
  - Timekeeping
  - Position Control
  - Benefits
- Project is limited to Civil Service employees



# MyCalPAYS Modules

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**MyCalPAYS is a fully integrated system with 5 functional modules:**

1. Benefits Administration
2. Organizational Management
3. Time Management
4. Payroll Administration
5. Personnel Administration





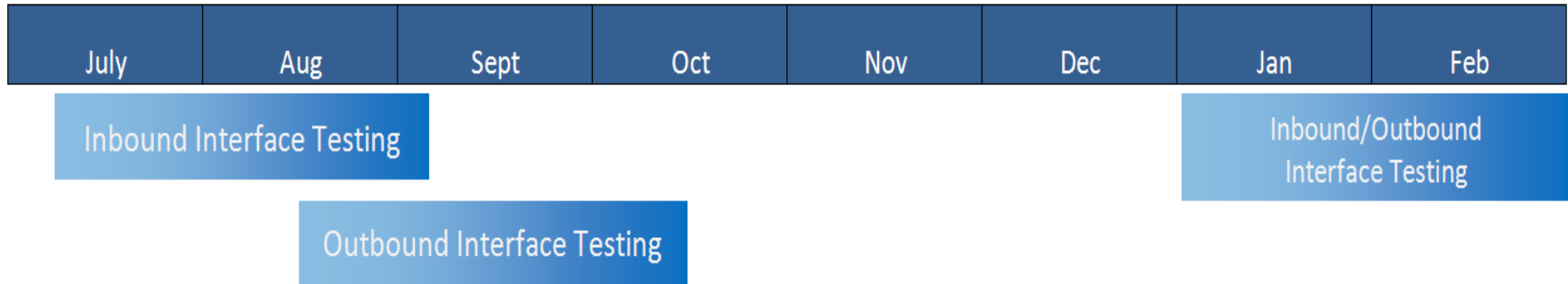
# MyCalPAYS Test Stages



# MyCalPAYS Interface Test Cycles

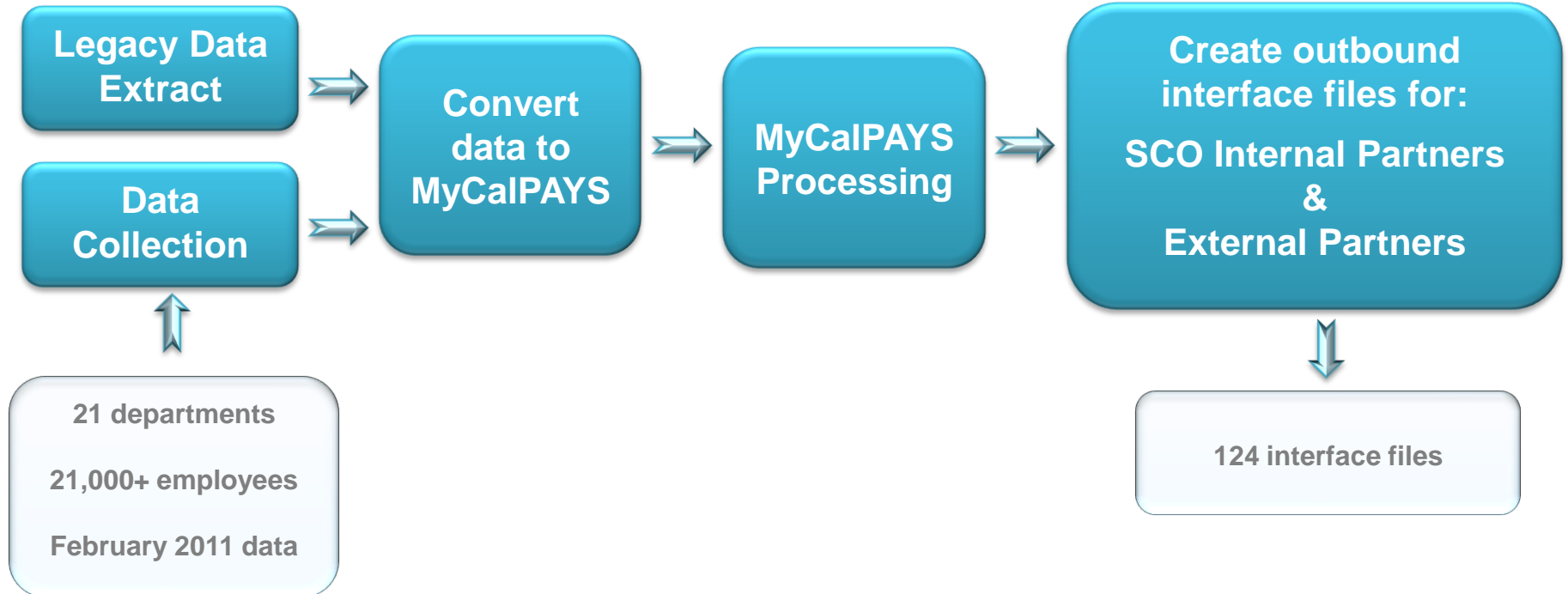
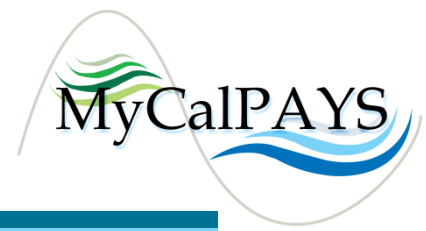
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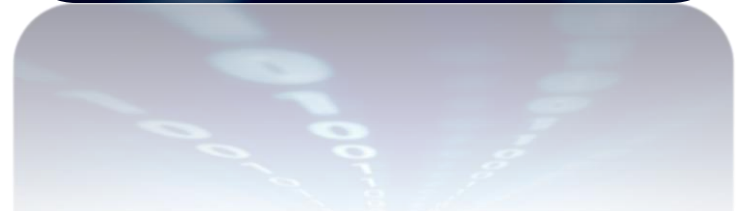
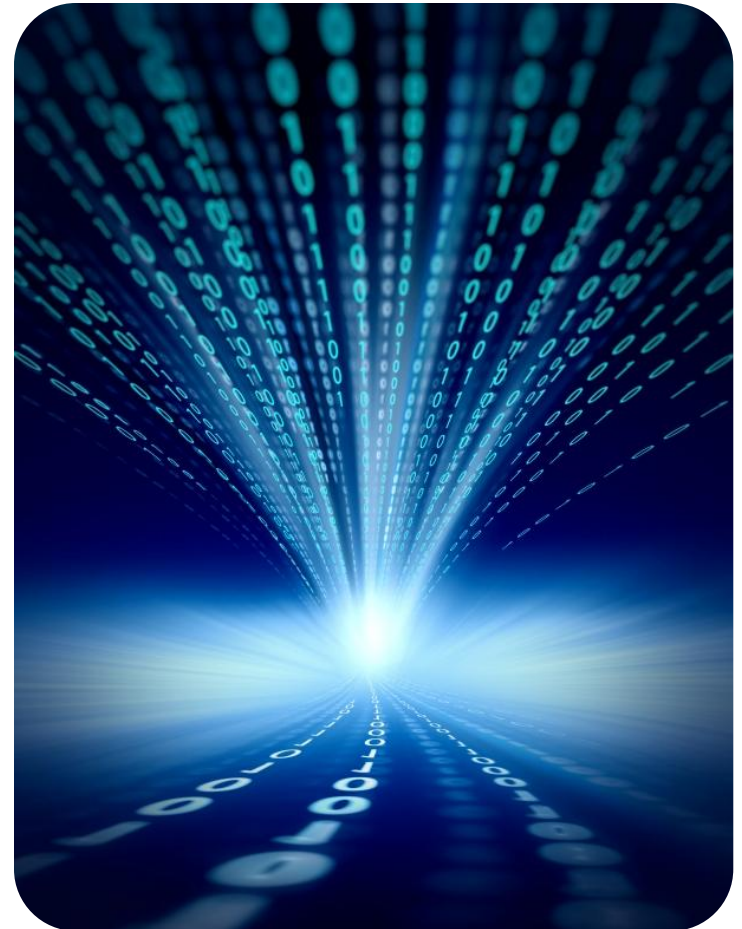


- **Inbound Interface Test Cycle**
- **Outbound Interface Test Cycle**
- **Inbound/Outbound Interface Test Cycle**
  - Includes inbound and outbound interfaces not ready for testing during previous testing cycles, as well as end-to-end interface testing

# MyCalPAYS Outbound Interface Testing Approach



# OUTBOUND INTERFACE TESTING



# Interface Testing Steps

## **Required**

For each interface file:

1. Successfully log onto SFTP server & access folder
2. Retrieve outbound interface file
3. Validate file format based on interface information package
4. Formally sign off on steps 1 – 3 and provide any additional feedback

## **Recommended**

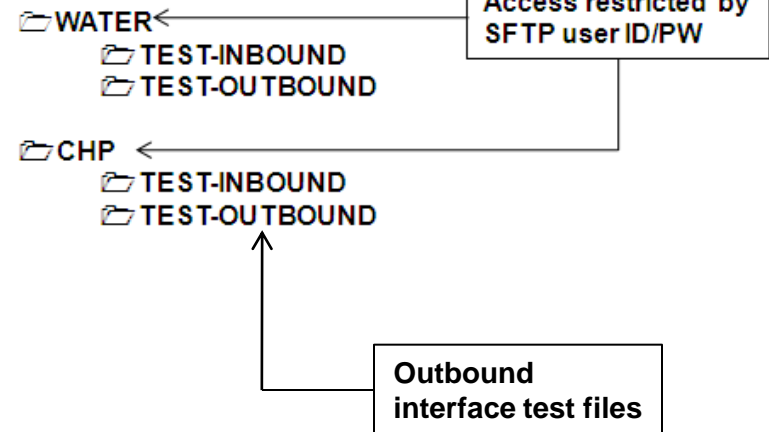
- Process each file into system test environment
  - Engage business users, as appropriate

# SFTP Server – Overview

- All files will be stored on a Secure FTP server (SFTP)
- Folders on the SFTP server are designated according to interface needs
- Restrictive access ensures SFTP users only have access to folders designated to their department
- All outbound files will be in Test-Outbound folder

Folders	Description
INBOUND Or TEST-INBOUND	Inbound files ready to be processed by MyCalPAYS will be placed in this folder
OUTBOUND Or TEST-OUTBOUND	Outbound files generated from MyCalPAYS will be placed in this folder, including error logs

## Examples

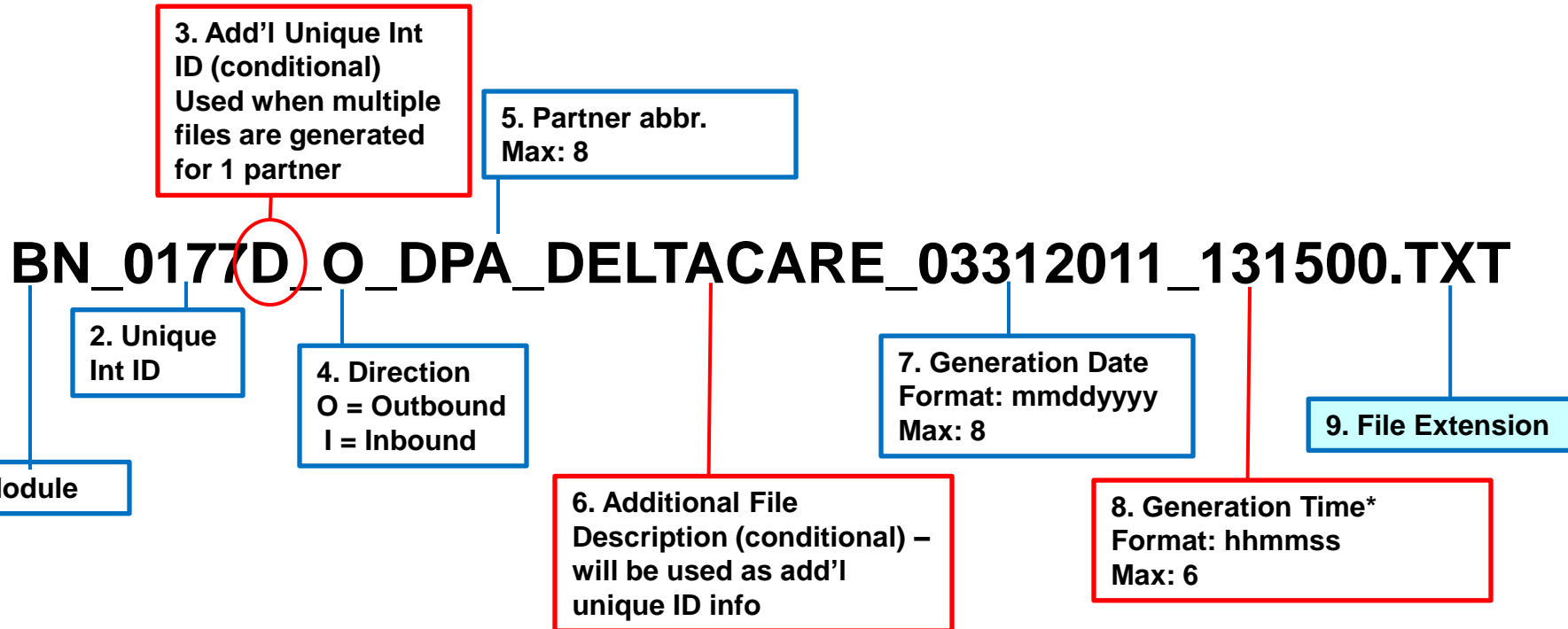


# SFTP Server - Access

- Folder access granted to designated SFTP primary and secondary users
- User name and password received from TFC Testing team ([tfctesting@sco.ca.gov](mailto:tfctesting@sco.ca.gov))

Vendor	Folder Name
U.S. Bureau of Labor Statistics	BLS
TALX	N/A
State Job Workshop	STATEJOB

# Step 2: MyCalPAYS File Naming Convention



## Legend

- Will be updated as appropriate
- Constant value – will not change
- Conditional

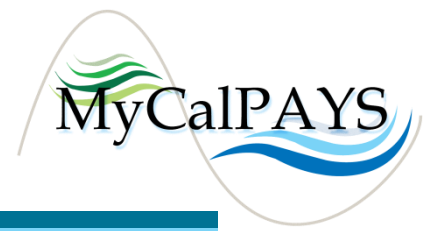
\*Will be used if more than one of the same file is produced for a partner on the same day. May also be used if only one file is produced based on Legacy requirements



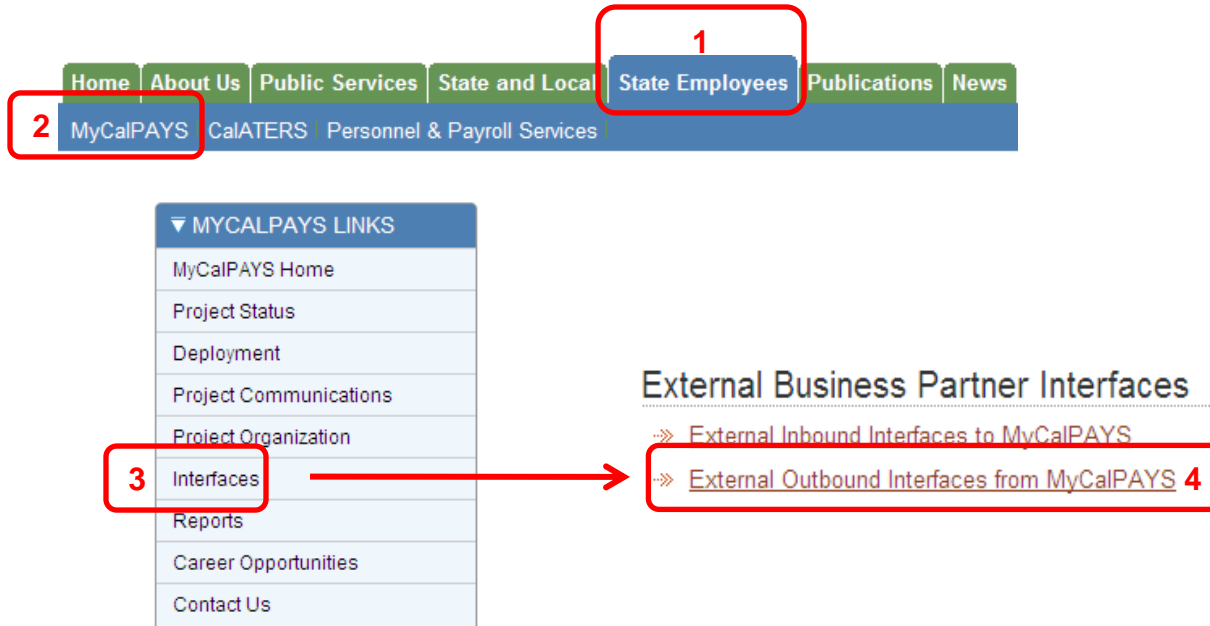
## Step 2: File Encoding

- **Storage of data will use the host system encoding scheme**
  - MyCalPAYS – ASCII
  - Mainframe – EBCDIC
- **When FTPing a file in ASCII mode the encoding scheme is automatically translated from ASCII to EBCDIC and vice versa based on the source/destination system default**
  - For example:
    - ✓ MyCalPAYS (ASCII) – FTP (ASCII Mode) → Mainframe (EBCDIC)
    - ✓ Mainframe (EBCDIC) – FTP (ASCII Mode) → MyCalPAYS(ASCII)

# Step 3: Interface Information Packages




- Outbound Interface Information Packages:  
[www.sco.ca.gov/TFC\\_Interfaces\\_Outbound.html](http://www.sco.ca.gov/TFC_Interfaces_Outbound.html)



## Step 4: Sign Off & Feedback

- Completed for each outbound interface file received
- Due no later than Friday, October 21<sup>st</sup>
- Complete feedback form (pdf) and email to [tfctesting@sco.ca.gov](mailto:tfctesting@sco.ca.gov)
- Outbound Interface Testing Sign Off Form available on SharePoint: <http://www.sco.ca.gov/TFC Interfaces.html>

### External Business Partner Interfaces

- » [External Inbound Interfaces to MyCalPAYS](#)
- » [External Outbound Interfaces from MyCalPAYS](#)
- » [Outbound Interface Testing Sign Off Form](#) 

**Note:** If necessary, use PERNRs (not SSNs) in comment fields

# Interface Testing Timeframes

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- **Files available: Monday, September 19<sup>th</sup>, 2011**
  - Test-Outbound folder on SFTP server
- **Feedback due: Friday, October 21<sup>st</sup>, 2011**

# Questions





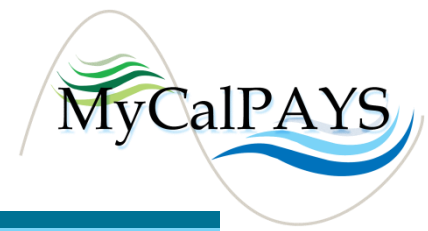
## INTERFACE TEST DATA

# Interface Test Data

- **Test Data**
  - February 2011 pay period
  - Collected from 21 departments
- **Some additional staging of data**

Full Population Collected	Partial Population Collected
State Controller's Office	Dept of Education
Franchise Tax Board	Dept of Corrections
State Personnel Board	Dept of Rehabilitation
Dept of Finance	Dept of Parks & Recreation
Dept of General Services	Dept of Food & Agriculture
CA Technology Agency	Dept of Mental Health
Dept of Personnel Administration	Dept of Forestry & Fire Protection (CalFIRE)
	CA Highway Patrol
	CA Conservation Corps
	Dept of Water Resources
	Air Resources Board
	Judicial Council
	Military Dept
	Statutory Officers Legislative Counsel

# Personnel Assignment Number – Overview



- **Personnel Assignment Number (PERNR)**
  - Unique identifier used in MyCalPAYS for an employee's assignment
  - Employees with multiple (concurrent) assignments may have multiple Personnel Assignment Numbers
  - Generated by MyCalPAYS and made available to interface partners
  - Before Go-Live your system(s) must be able to accept MyCalPAYS Personnel Assignment Numbers
    - ✓ Identified in file format in each interface information package



# Personnel Assignment Number – Outbound Interfaces



- **Listing of Personnel Assignment Numbers for outbound interface testing**
  - Available in Test-Outbound folder on SFTP server
  - Includes:
    - ✓ PERNR
    - ✓ SSN
    - ✓ Legacy Position Number
    - ✓ Legacy Position Sequence Number
    - ✓ PY Lock
- **Testing Personnel Assignment Numbers are temporary**
  - Final Personnel Assignment Number list will be made available at regular intervals after MyCalPAYS implementation



# FILE INFORMATION

# Interface Files – Categories

## Testing:

Category	Source System(s)	Server Location	Description
2 Files	MyCalPAYS	SFTP Server	1 file will be produced from MCP and will be available on the SFTP server.
Legacy Merge	Legacy & MyCalPAYS	N/A	1 file will be produced from each Legacy and MCP. Legacy will merge the two files together and make the file available to the partner.

## Production:

Category	Source System(s)	Server Location	Description
2 Files	<b>Legacy &amp; MyCalPAYS</b>	<b>Mainframe &amp; SFTP Server</b>	1 file will be produced from each Legacy and MCP. The Legacy file will be available on the mainframe. The MCP file will be available on the SFTP server.
Legacy Merge	Legacy & MyCalPAYS	N/A	1 file will be produced from each Legacy and MCP. Legacy will merge the two files together and make the file available to the partner.

## Interface Files – 2 File Category

- **Why might a partner receive an interface file from Legacy and MyCalPAYS for the same interface (e.g., Current Status)?**
  1. MyCalPAYS deployment strategy
    - ✓ Implementation by wave
  2. Retroactivity
  3. Employees with multiple assignments (concurrent employment)
  4. Once in MyCalPAYS, always in MyCalPAYS

# Interface Files - Overview

Interface	Unique Int ID	MCP Module	Category	Partner
US Bureau of Labor Statistics File	090	PA	2 Files	BLS
Employment Verification for TALX System	069	PA	Legacy Merge	TALX
Capitol Weekly Current Employee File	068	PA	2 Files	STATEJOB

# Interface Files – MyCalPAYS General Changes



## Common field mapping changes for MyCalPAYS files

Legacy	MyCalPAYS	Example(s)
SSN	Person ID	00009726
Department/Facility	Personnel Area	GI00 (State Controller's Office)
Class Code	Job ID (last 4)	00105393
CBID	Personnel Subarea	R01
Payment Type	Wage Type	0005

# US Bureau of Labor Statistics File

Partner	MCP Module	Category	Format Change	Frequency
BLS	PA	2 Files	MCP – Yes Legacy – No	Quarterly

- **Top changes:**
  1. The MyCalPAYS Wage Type number will replace the Legacy Earnings ID.
  2. All wage types will be individually recorded in MyCalPAYS, instead of the current process in Legacy where the Earnings IDs are combined.
- **File will be available on SFTP server**

# Employment Verification for TALX System



Partner	MCP Module	Category	Format Change	Frequency
TALX	PA	Legacy Merge	MCP – No Legacy – Yes	Bi-weekly

- **Top changes:**
  1. Employer Location will be identified as the Personnel Area in MyCalPAYS.
  2. MyCalPAYS will not be able to calculate the Adjusted Hire Date.
- **File will be uploaded to TALX server**



# Capitol Weekly Current Employee File

Partners	MCP Module	Category	Format Change	Frequency
STATEJOB	PA	2 Files	MCP – Yes Legacy – No	Monthly

- **File will be available on SFTP server**

# Questions



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Next Steps...

## **NEXT STEPS & UPCOMING ACTIVITIES**

## Next Steps

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- **Complete required outbound interface test steps 1 – 4 no later than Friday, October 21<sup>st</sup>**
- **Continue making updates to system(s) that will accept interface information**
- **Process outbound interface files into necessary system test environment(s)**

# Upcoming Activities

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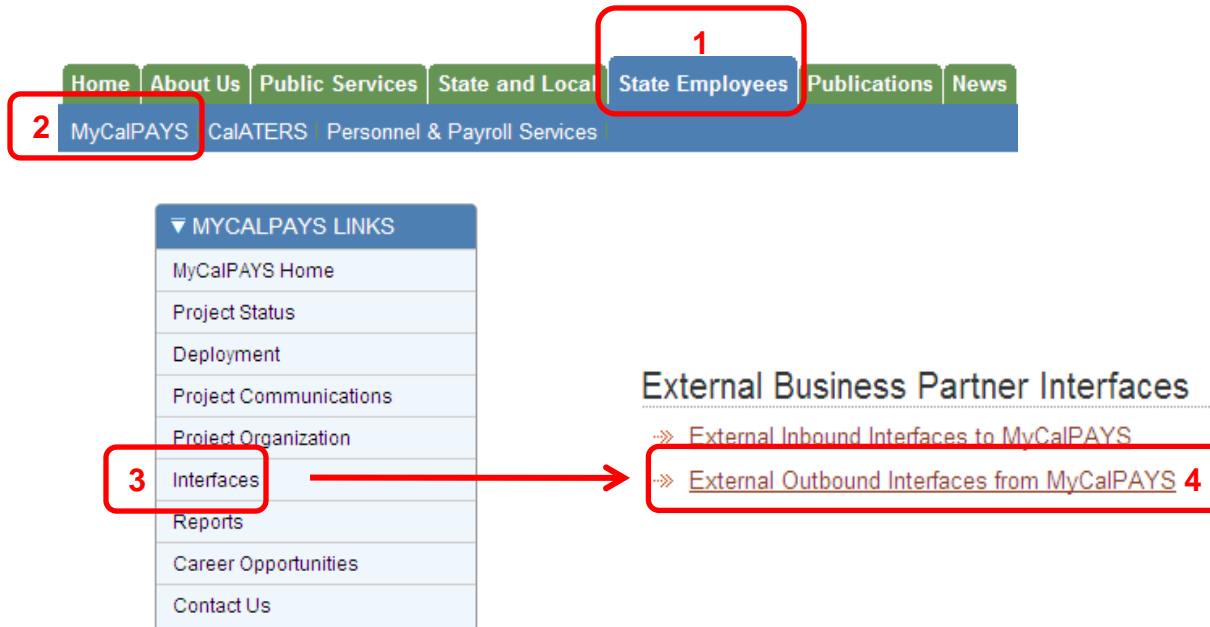
- **Participate in planning and communication efforts regarding future testing opportunities**
- **Participate in January inbound/outbound interface test cycle, as required**
  - Select partners only



## RESOURCES

# Resources

- Outbound Interface Information Packages:  
[www.sco.ca.gov/TFC\\_Interfaces\\_Outbound.html](http://www.sco.ca.gov/TFC_Interfaces_Outbound.html)



- TFC Testing email: [tfctesting@sco.ca.gov](mailto:tfctesting@sco.ca.gov)

# Questions

